

Achievement and Competency Enhancement System (ACES)

HRCMS Updates Needed for Data Upload to ACES

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I. OVERVIEW OF THE ACES PROCESS

Planning Phase

- Reporting managers define objectives for the year
- Managers enter objectives in ACES Online System
- Appraising & Reporting Managers agree to Objectives

Progress Review Phase

- This is the mid-year review when reporting managers are rated on how they are progressing with their objectives defined during the planning phase.
- Appraising Manager rates Reporting Manager on objectives
- Appraising & Reporting Managers hold formal mid-year review meeting

Final Review Phase

- Appraising Manager rates Reporting Manager
- Agency Heads review rating distributions
- HRD audits and approves ratings distribution

After Rating Distribution Approval

- Appraising & Reporting Managers hold final review meeting
- All Managers sign form

ACES Manager Definitions

Reporting Manager: The manager being reviewed and reports to the Appraising Manager.

Appraising Manager: Completes the review of the Reporting Manager.

II. TECHNICAL REQUIREMENTS FOR USING ACES

- **Screen Resolution.** The recommended screen resolution to display the full form while minimizing scrolling is 1024 x 768
(Go to Start Menu > Settings > Control Panel > Display > Settings, and under Screen Area move bar to setting above)
- **Disable Pop-Up Blockers.** Pop-Up Blockers in your Internet browser need to be disabled in order to login to ACES. Users can temporarily disable pop-up blocker or add SuccessFactors (<https://performancemanager4.successfactors.com/login?company=MA&>) as an allowable site for pop-up blockers.

III. ACES and HRCMS

On a monthly basis, HRD runs a warehouse query of HRCMS data to upload to the ACES system. The data adds to ACES:

- 1) New Managers who need an ACES Form
- 2) Unclassified/Non-Managers who use ACES to appraise managers
- 3) Updates to supervisor, email address, functional title and department

What to Update in HRCMS?

- 1) **ACES Indicator** – ensure that the check box is selected in HRCMS “Add/Update Position Info” for:
 - > Managers who participate in ACES as reporting managers and;
 - > Unclassified and Non-Managers who are appraising managers

Tip:

Below is the path where to navigate to **Add/Update Position Info** in HRCMS:

[Home](#) > [Organizational Development](#) > [Position Management](#) > [Maintain Positions/Budgets](#) > [Add/Update Position Info](#)

Position Number: 00047949
Headcount Status: Filled
Current Head Count: 1 out of 1

MA Position Information

Effective Date: 03/19/2012
Status: Active

Position Type: CS Civil Service
☒ ACES Eligible
Self Service
☐ Check if NOT a Time Approver

☐ CEO at Hire?
☐ CEO Flag
☐ Classification Flag
☐ Freeze at Hire?
☐ Freeze Flag

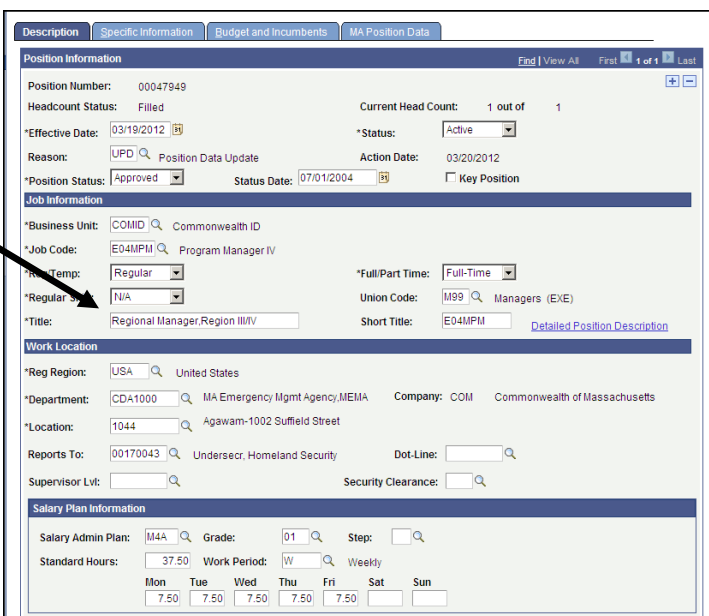
MMARS Financial Information

*Account Cd: 2005CDA88000001 CIVIL DEFENSE AGENCY
Account: 88000001 Budget Year: 2005
MMARS Department ID: CDA
Fund Code: 0010
Appropriation Type: 1CS

2) **HRCMS Functional title** – has been entered in HRCMS position data and is accurate (see sample below).

- > Agency personnel can update functional title information in HRCMS. Navigate to http://www.hrcms.state.ma.us/documents/jobaids/jobaid_humanresources.htm, and click on **“Update Position Location, Reports To, Title”**
- > Functional title populates directly on the ACES form and will update on the ACES form at each data upload if functional title changes in HRCMS.
- > Agencies are encouraged to use a list of common benchmark titles for manager functional titles. These are available on HRD’s Intranet site at http://www.hrd.state.ma.us/agency_services/AS_Manage_Positions/positionplanning.htm

Functional Title



The screenshot shows the 'Position Information' tab of the HRCMS system. A callout box labeled 'Functional Title' has an arrow pointing to the 'Title' field in the 'Job Information' section. The form contains the following data:

Position Information						
Position Number:	00047949					
Headcount Status:	Filled					
Current Head Count:	1 out of 1					
*Effective Date:	03/19/2012					
*Status:	Active					
Reason:	UPD Position Data Update					
Action Date:	03/20/2012					
*Position Status:	Approved					
Status Date:	07/01/2004					
<input type="checkbox"/> Key Position						
Job Information						
*Business Unit:	COMID Commonwealth ID					
*Job Code:	E04MPM Program Manager IV					
*Reg Temp:	Regular					
*Full/Part Time:	Full-Time					
*Regular:	N/A					
Union Code:	M99 Managers (EXE)					
*Title:	Regional Manager, Region III/IV					
Short Title:	E04MPM					
Detailed Position Description						
Work Location						
*Reg Region:	USA United States					
*Department:	CDA1000 MA Emergency Mgmt Agency/MEMA					
Company:	COM Commonwealth of Massachusetts					
*Location:	1044 Agawam-1002 Suffield Street					
Reports To:	00170043 Undersecr. Homeland Security					
Dot-Line:						
Supervisor Lvl:						
Security Clearance:						
Salary Plan Information						
Salary Admin Plan:	M4A					
Grade:	01					
Step:						
Standard Hours:	37.50					
Work Period:	W Weekly					
Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.50	7.50	7.50	7.50	7.50		

- 3) **Supervisor/Reports to Information (Appraising Manager) in HRCMS** is accurate in HRCMS; supervisor needs to be active in HRCMS and his/her position is also tagged as ACES eligible.


> Agency personnel can update “reports to” information in HRCMS. Navigate to http://www.hrcms.state.ma.us/documents/jobaids/jobaid_humanresources.htm, and click on **“Update Position Location, Reports To, Title”**

Notes:	<u>Important Notes about “Reports to” in Position Data</u> <ul style="list-style-type: none">• When inserting a row in position data, row will be inserted in employee’s job data record with new supervisor information.• Use a date in position data that is greater than highest effective-dated row in job data. A good rule of thumb is to use current date or beginning of current pay period effective date.
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- 4) **Email Address** has been entered in HRCMS.

> Agency personnel can update “email address” in HRCMS. Navigate to http://www.hrcms.state.ma.us/documents/jobaids/jobaid_humanresources.htm, and click on **“Modify a Person (Biographical Details, Contact Information, Regional)”**. **See step 22.**

> For any managers whose email addresses may have changed (name changes, change to MassMail addresses, or employee has changed agencies), be sure to make update in HRCMS.



Tip:	<u>Below is the path where to navigate to “modify a person” in HRCMS:</u> Home > Workforce Administration > > Personal Information > Modify a Person After entering email address, be sure to click on Save button 
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Email Addresses				Customize	Find	First	1 of 1	Last
*Email Type	*Email Address	Preferred						
Business	test.user@state.ma.us	<input checked="" type="checkbox"/>						

IV. DOCUMENT DIRECT – WHERE TO VERIFY HRCMS INFORMATION FOR DATA UPLOAD

- 1) **Document Direct Reports** - To review ACES Eligible Flag, Functional Title, and Appraising Manager.

> There are two Document Direct reports where HRCMS information can be verified:

Report ID	
 HMPOS009	MPOS009R - EMPLOYEE REPORTS TO POSITION REPORT
 HMPOS09M	MPOS009R - REPORT TO * MANAGERS AND ACES ELIGIBLE

Notes:	<u>A few notes about Document Direct Reports</u>
	<ul style="list-style-type: none">• Both reports are updated every Monday night.• You can obtain access to these reports by contacting your security administrator.

- 2) **Warehouse Reports** – email address can be verified through the Warehouse. Email address can also be checked by searching user names in ACES via the Directory button.



V. WHAT HAPPENS AFTER THE ACES DATA UPLOAD?

- 1) New Managers receive a Welcome Message with their login information. Upon login, new manager will be prompted to change his/her password.
- 2) HRD creates forms for new managers to ACES, and informs ACES Coordinator and Manager.
- 3) ACES Coordinator should reach out to new manager on ACES process.
- 4) Error list sent to ACES coordinators summarizing fixes needed to be made in HRCMS including:
 - a. Manager missing ACES eligible flag
 - b. Invalid supervisor/"reports to" information
 - i. "reports to" is blank - supervising manager has left or moved to another position number, and/or direct report(s) have not yet been reassigned to another manager.
 - ii. supervisor is missing ACES eligible indicator
 - c. Email address is missing or invalid.